



*Maine Center for Disease
Control and Prevention*

*An Office of the
Department of Health and Human Services*

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To: Maine School Nurses
From: Maine Immunization Program
Subject: Provider Agreement and Trainings for Receiving State-supplied Flu Vaccine for Your School
Date: May 13, 2010

Dear School Nurses,

In order to receive flu vaccine for the 2010/2011 flu season, every provider needs to have a current provider vaccine agreement on file. The current format of the agreement pertains to medical providers' use. It will take extra funds and time to revise the current online vaccine provider agreement for school use. Therefore, we have created an instructional guide (attached) that will help you to complete the agreement in its current format.

- To get a copy of the agreement, go to:
<http://www.maine.gov/dhhs/boh/ddc/immunization/providers/forms-updates.shtml>.
- Print out the "2010 Provider Agreement" (revised in Dec. 2009) in the "Provider Enrollment Agreement" section.
- Fill out the agreement following the attached instructions. Schools only need to complete the sections of the agreement that are in red in this instructional guide.
- **Please return completed pages 1 -10 and fax to 287-8127.** Do not submit the instructional sheet.

Based on the federal CDC requirements, you cannot receive vaccine until you submit two weeks of temperature logs. Here is what you need to do:

- Go to: <http://www.maine.gov/dhhs/boh/ddc/immunization/providers/forms-updates.shtml>.
- Print out the "Refrigerator Temperature Tracking Form - Page 1 and 2" (revised in Jan. 2010) in the "Storage and Handling" section.
- When the new school year starts in September 2010, please log two weeks' refrigerator temperatures with a certified thermometer and fax the log to: 287-8127.

Failure to submit temperature logs will result in a delay in receipt of your influenza vaccine.

All schools will be required to use the ImmPact2 (Immunization Registry) system to record administration of flu vaccine. Trainings on VFC requirements, vaccine storage and handling, and ImmPact2 will be offered after the Summer School Nurse Institute sessions in July. This training is required prior to your facility receiving vaccine. Nancy Dube will be providing further information about the time and location of the training. Please do not miss this training opportunity, otherwise you may not be able to receive vaccine in a timely manner. According to federal requirements, the State will not be allowed to ship vaccine to you if you are not trained.

Please contact the Maine Immunization Program at 1-800-867- 4775 or (207) 287-3746 if you have any questions regarding the agreement; or Nancy Dube at 624-6688 for more information about training at the Summer Institute.